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ZOOM USER GUIDE

for the online KKV-AELT testing



TABLE OF CONTENT

	Page
1. How to install and log into Zoom	
1.1 Installing on PC/laptop for Device 1	2
1.2. How to install and log into Zoom via IOS for Device 2	6
1.3. How to install and log into Zoom via Android for Device 2	8
1.4. Entering the test room via a LINK	10
2. How to use	10

Zoom User Guide

Installation of the Zoom application for the KKU-AELT online test on PC, IOS and Android is explained below.

1. How to install and log into Zoom

In the KKU-AELT online test, 2 devices must be used in order to prevent any acts of cheating in the test via Zoom as detailed below.

- **Device 1** (PC/laptop is required) is used to log into Zoom and take the test.
- **Device 2** (IOS or Android smartphone/tablet is required) is used to log into Zoom to display the side and the main screen of Device 1.

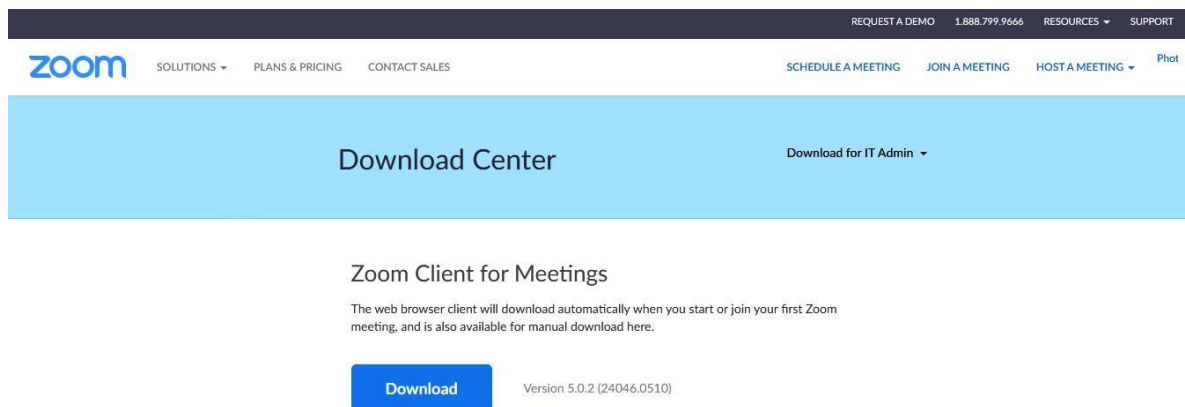
In setting a login name in Zoom, enter your test number, then for Thai test-takers fill the first and last name in Thai while foreign test-takers fill the name in English and assign a device number to each device as the following examples.

150 Khayan Manpian (1) (test number/ first and last name/ device 1)

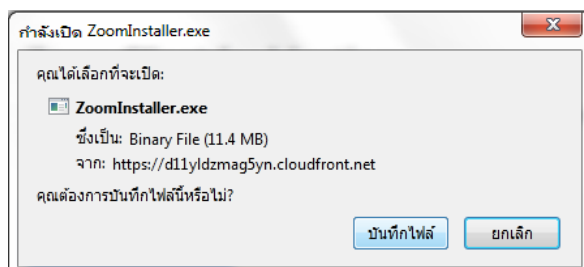
150 Khayan Manpian (2) (test number/ first and last name/ device 2)

1.1. Installing on PC/laptop for Device 1

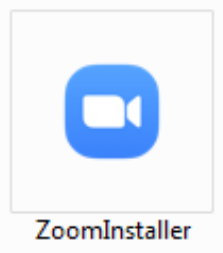
1.1.1. Go to <https://zoom.us/download> and then click Download.



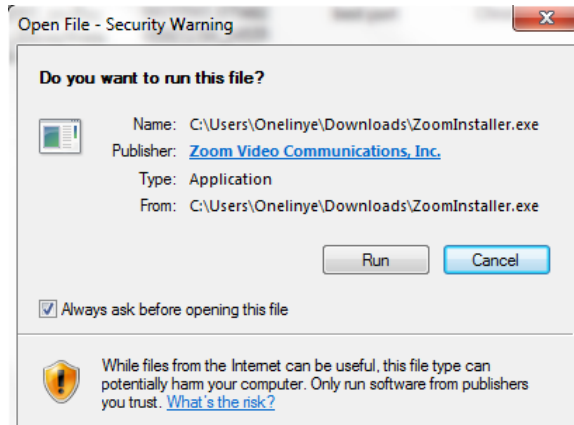
1.1.2. Click “Save”



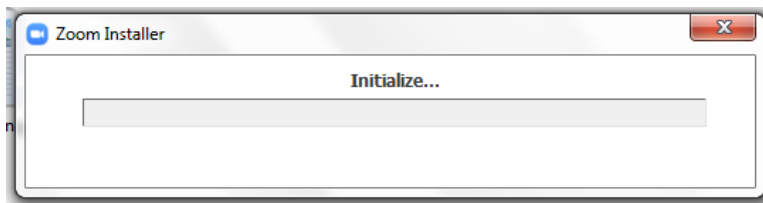
1.1.3. Once Zoom is downloaded, the following icon will then appear.



1.1.4. Double click the icon to run the installer and then click "Run".



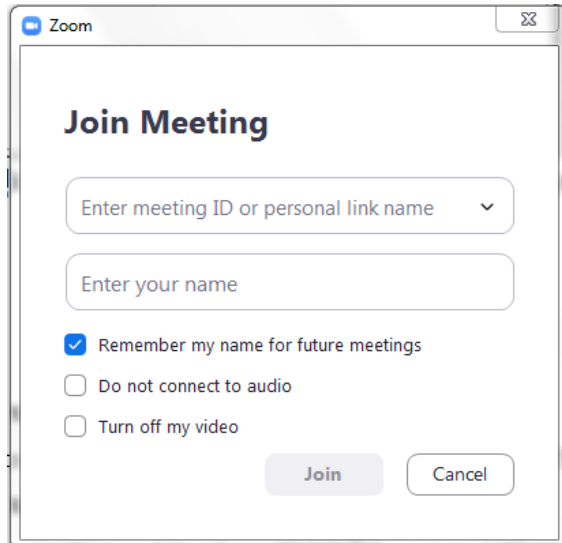
1.1.5. Then, wait for the installation to complete.



1.1.6. Once the installation is complete, the window "Zoom Cloud Meeting" will appear. Then, click "Join a Meeting".

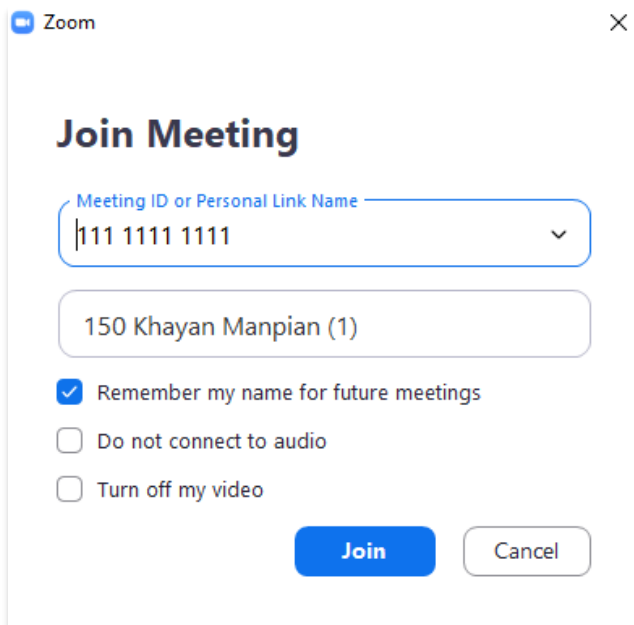


1.1.7. After that, the login window will pop up. In the first box, enter a Meeting ID you have received via e-mail, and in the second box, enter your test number, first and last name with a device number in the parentheses.

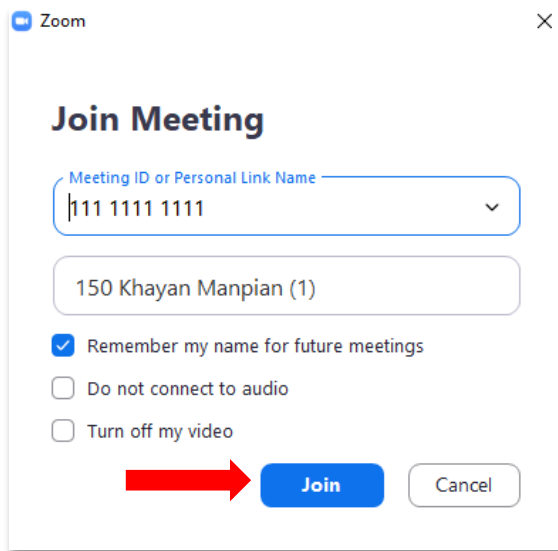


In setting a login name in Zoom, enter your test number, then for Thai test-takers fill the first and last name in Thai while foreign test-takers fill the name in English and assign a device number to each device as the following example.

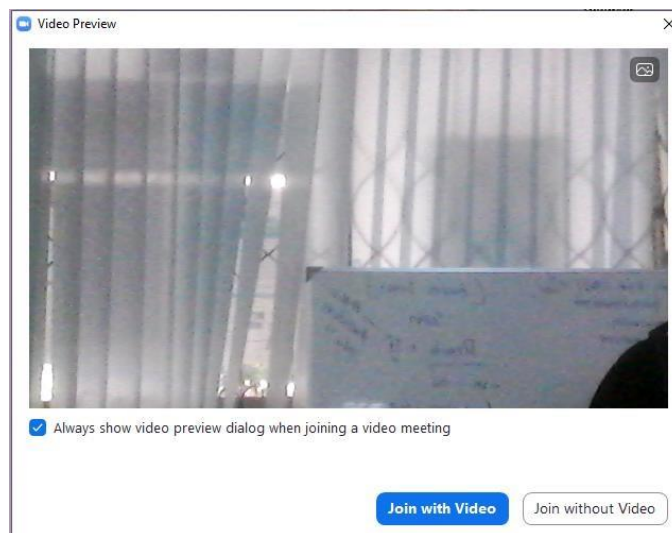
150 Khayan Manpian (1) (test number/ first and last name/ device 1)



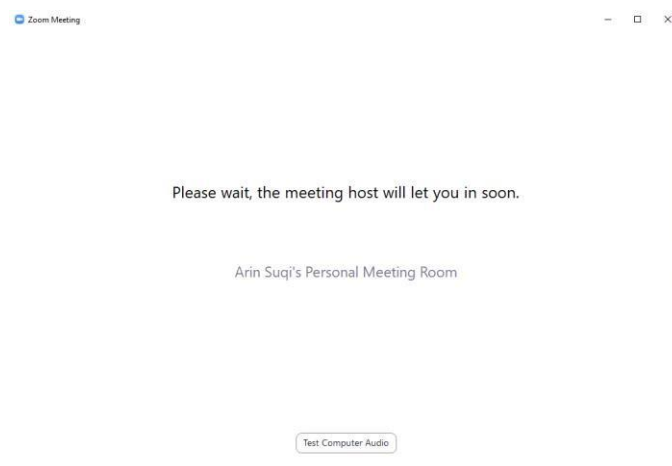
1.1.8. Click “Join”.



Then, click “Join with Video”.



Now, wait for the proctors to approve your request to join.

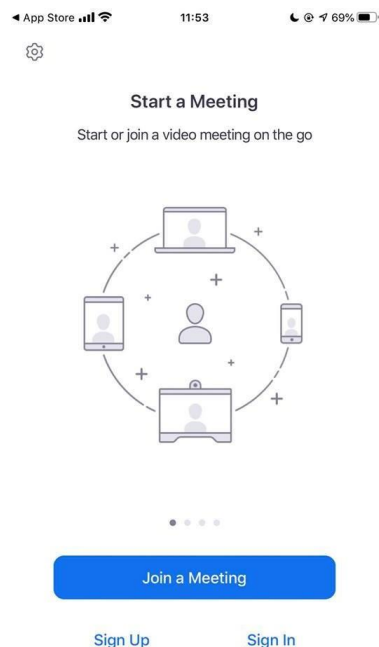


1.2. How to install and log into Zoom via IOS for Device 2

1.2.1. For IOS smartphone/tablet users, go to <https://apps.apple.com/th/app/zoom-cloud-meetings/id546505307> to download the application or search for “Zoom Cloud Meetings” in the App Store to download the application.



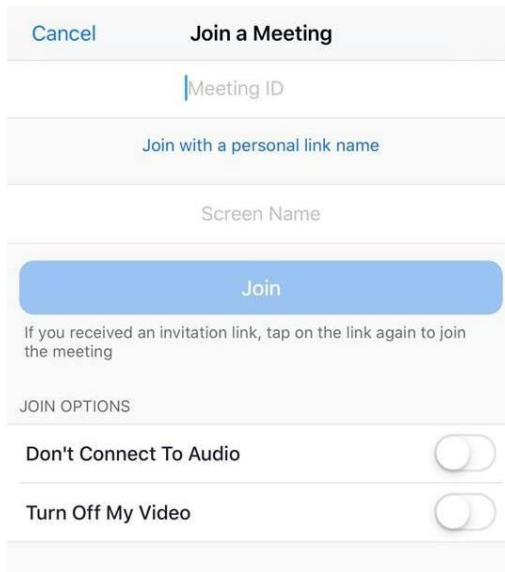
1.2.2. Open the application and press “Join a Meeting”.



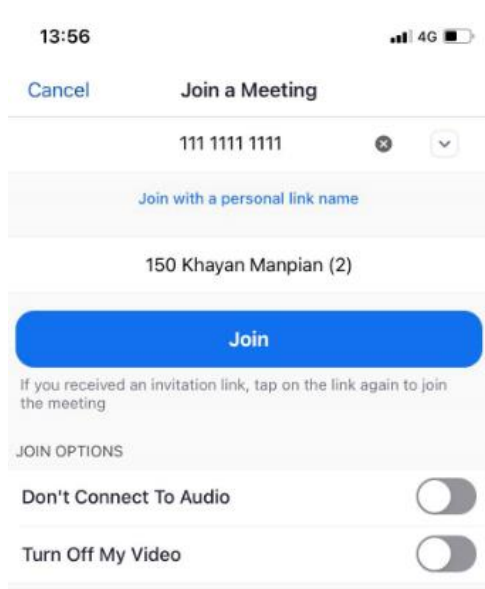
1.2.3. After that, enter the information to enter the test room. In the first box, enter a Meeting ID you have received via e-mail, and in the second box, enter your test number, first and last name with a device number in the parentheses.

In setting a login name in Zoom, enter your test number, then for Thai test-takers fill the first and last name in Thai while foreign test-takers fill the name in English and assign a device number to each device as the following example.

150 Khayan Manpian (2) (test number/ first and last name/ device 2)



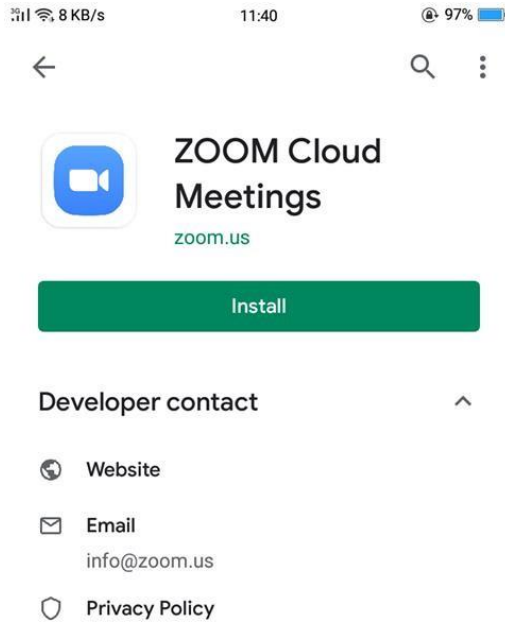
1.2.4. Then, press “Join Meeting” and wait for the proctors to approve the request.



1.3. How to install and log into Zoom via Android for Device 2

1.3.1. For Android smartphone/tablet users, go to

<https://play.google.com/store/apps/details?id=us.zoom.videomeetings> to download the application or search for “Zoom Cloud Meetings” in the Play Store to download the application.



1.3.2. Open the application and press “Join a Meeting”.



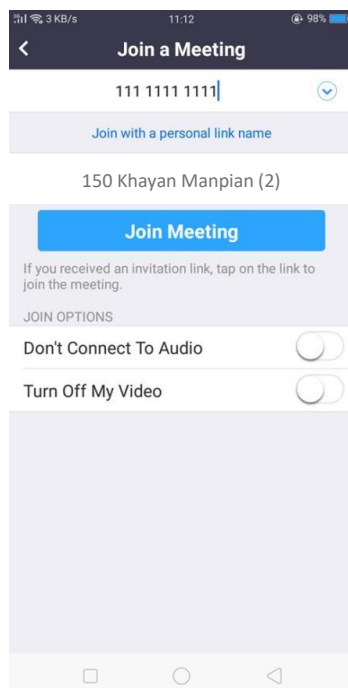
1.3.3. After that, enter the information to enter the test room. In the first box, enter a Meeting ID you have received via email, and in the second box, enter your test number, first and last name with a device number in the parentheses.

In setting a login name in Zoom, enter your test number, then for Thai test-takers fill the first and last name in Thai while foreign test-takers fill their name in English and assign a device number to each device as the following example.

150 Khayan Manpian (2) (test number/ first and last name/ device 2)



1.3.4. Press “Join Meeting” and wait for the proctors to approve the request.



1.4. Entering the test room via a LINK

You will receive a link to enter the KKHU-AELT online test room via e-mail and follow these steps.

1.4.1. First, install the Zoom application. You can follow the instructions in 1.1, 1.2 and 1.3.

1.4.2. Click on the link in the e-mail.

1.4.3. Then, enter the information to enter the test room. In the first box, enter a Meeting ID you have received via an e-mail, and in the second box, enter your first and last name with a device number in the parentheses.

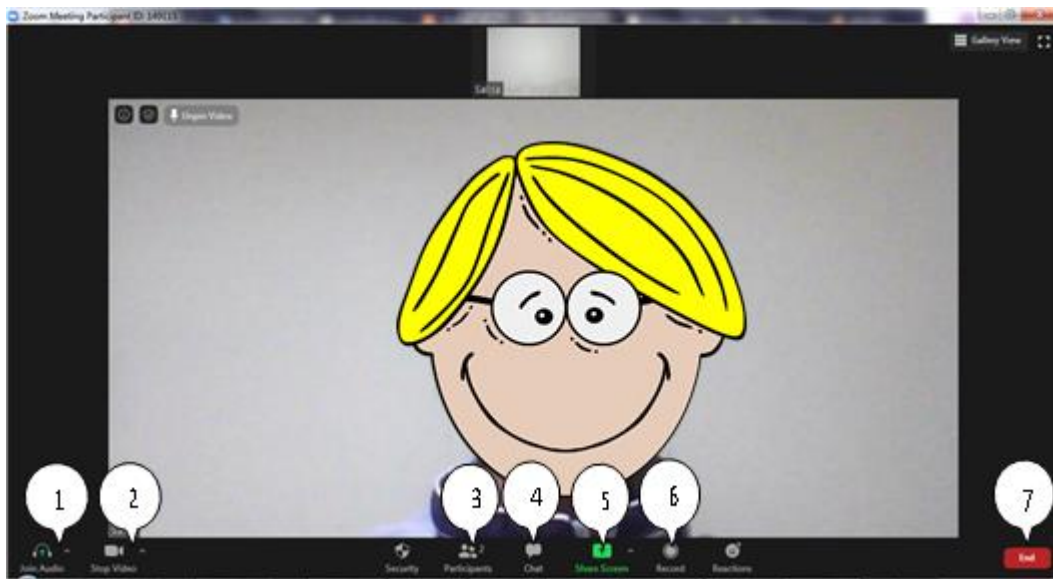
Examples: 150 Khayan Manpian (1) (test number/ first and last name/ device 1)

150 Khayan Manpian (2) (test number/ first and last name/ device 2)

1.4.4. Press “Join Meeting” and wait for the proctors to approve the admission request.

2. How to use

Once you are in a Zoom meeting, the following window will appear.



Menus in Zoom application

1. **Audio:** Turn on/off a microphone
2. **Video:** Turn on/off video
3. **Participants:** List of all test-takers
4. **Chat:** Chat window (In this test, you are not allowed to chat with other test-takers. This menu will be used only to notify the proctors of any problems.)
5. **Share:** Start sharing a test-taker’s screen. (In this test, you are not allowed to share a screen.)
6. **Record:** Record a test video. (In this test, you are not allowed to record the video.)
7. **Leave Meeting:** Leave the test room.

